

ENERGY STAR® Data Checklist for Commercial Buildings

In order for a building to qualify for the ENERGY STAR, a Professional Engineer (PE) or a Registered Architect (RA) must validate the accuracy of the data underlying the building's energy performance rating. This checklist is designed to provide an at-a-glance summary of a property's physical and operating characteristics, as well as its total energy consumption, to assist the PE or RA in double-checking the information that the building owner or operator has entered into Portfolio Manager.

Please complete and sign this checklist and include it with the stamped, signed Statement of Energy Performance.

NOTE: You must check each box to indicate that each value is correct, OR include a note.

CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	
Building Name	Office Sample Facility	Is this the official building name to be displayed in the ENERGY STAR Registry of Labeled Buildings?		<input type="checkbox"/>
Type	Office	Is this an accurate description of the space in question?		<input type="checkbox"/>
Location	1234 Main Street, Arlington, VA 22201	Is this address accurate and complete? Correct weather normalization requires an accurate zip code.		<input type="checkbox"/>
Annual Occupancy Rate	95 %	Has the property maintained an average occupancy of 50% or higher across the 12 month period being assessed?		<input type="checkbox"/>
Single Structure	Single Facility	Does this SEP represent a single structure? SEPs cannot be submitted for multiple-building campuses (with the exception of acute care or children's hospitals) nor can they be submitted as representing only a portion of a building		<input type="checkbox"/>
Data Center (Data Center)				
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	
Gross Floor Area	780 Sq. Ft.	Is this the total gross floor area measured between the principal exterior surfaces of the enclosing fixed walls, including all supporting functions for the Data Center? This should include the entire Data Center for stand alone facilities, which may have raised floor computing space, server rack aisles, storage silos, control console areas, battery rooms, mechanical rooms for cooling equipment, administrative office areas, elevator shafts, stairways, break rooms and restrooms. When a Data Center is located within a larger building, the total gross floor area should include the computing space as well as any mechanical rooms or office spaces that support the data center.		<input type="checkbox"/>
IT Energy Configuration	Uninterruptible Power Supply (UPS) supports only IT equipment. (Preferred)	Does the UPS meter support only IT equipment within the Data Center?		<input type="checkbox"/>
UPS System Redundancy	N(Optional)	Is this the level of redundancy of the Uninterruptible Power Supply (UPS)? If there is no UPS system, is this the redundancy for the PDU Meters that support the IT Load?		<input type="checkbox"/>
Cooling Equipment Redundancy	N+1(Optional)	Is this the level of redundancy for the mechanical cooling equipment at the Data Center?		<input type="checkbox"/>
Annual IT Energy	913,224.87 kBtu	Does this total IT Energy reflect the total IT load at the Data Center in accordance with the EPA metering requirements? EPA metering requirements are for a meter at the output of the UPS meter. 1. Facilities that do not have a UPS meter are permitted to provide readings from the input of the PDU 2. Facilities for which more than 10% of the UPS load is directed to non-IT equipment are permitted to subtract the non-IT loads if they are sub-metered, or to report a reading from the PDU if the non-IT loads are not sub-metered		<input type="checkbox"/>
Office (Office)				

CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	
Gross Floor Area	52,452 Sq. Ft.	Does this square footage include all supporting functions such as kitchens and break rooms used by staff, storage areas, administrative areas, elevators, stairwells, atria, vent shafts, etc. Also note that existing atriums should only include the base floor area that it occupies. Interstitial (plenum) space between floors should not be included in the total. Finally gross floor area is not the same as leasable space. Leasable space is a subset of gross floor area.		<input type="checkbox"/>
Weekly operating hours	90 Hours	Is this the total number of hours per week that the Office space is 75% occupied? This number should exclude hours when the facility is occupied only by maintenance, security, or other support personnel. For facilities with a schedule that varies during the year, "operating hours/week" refers to the total weekly hours for the schedule most often followed.		<input type="checkbox"/>
Workers on Main Shift	1,300	Is this the number of employees present during the main shift? Note this is not the total number of employees or visitors who are in a building during an entire 24 hour period. For example, if there are two daily 8 hour shifts of 100 workers each, the Workers on Main Shift value is 100. The normal worker density ranges between 0.3 and 10 workers per 1000 square feet (92.8 square meters)		<input type="checkbox"/>
Number of PCs	63	Is this the number of personal computers in the Office?		<input type="checkbox"/>
Percent Cooled	50% or more	Is this the percentage of the total floor space within the facility that is served by mechanical cooling equipment?		<input type="checkbox"/>
Percent Heated	50% or more	Is this the percentage of the total floor space within the facility that is served by mechanical heating equipment?		<input type="checkbox"/>
Parking (Parking)				
CRITERION	VALUE AS ENTERED IN PORTFOLIO MANAGER	VERIFICATION QUESTIONS	NOTES	
Gross Floor Area	18,694 Sq. Ft.	Is this the total square footage of the entire parking area (enclosed + nonenclosed + open floor area)?		<input type="checkbox"/>
Enclosed Floor Area	1,476 Sq. Ft.	Is this the total square footage of the enclosed garage space? An enclosed garage is defined as having both sides and a roof.		<input type="checkbox"/>
Non-Enclosed Floor Area (w/roof)	0 Sq. Ft.	Is this the total square footage of the nonenclosed garage space? This is typically defined as the portion of the garage above ground (contains no sides but is under a roof).		<input type="checkbox"/>
Open Floor Area (w/o roof)	17,218 Sq. Ft.	Is this the total square footage of the nonenclosed parking area without a roof? This is typically defined as open parking lots or the very top level of an above ground parking garage.		<input type="checkbox"/>
Weekly Hours of Access	168 Hours	Is this the total number of hours per week when it is possible for a vehicle to enter or exit?		<input type="checkbox"/>

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Energy Consumption

Power Generation Plant or Distribution Utility: Dominion - Virginia Electric & Power Co

Fuel Type: Electricity		
Meter: Electric (kWh (thousand Watt-hours)) Space(s): Entire Facility Generation Method: Grid Purchase		
Start Date	End Date	Energy Use (kWh (thousand Watt-hours))
04/01/2010	04/30/2010	45,000.00
03/01/2010	03/31/2010	47,000.00
02/01/2010	02/28/2010	42,000.00
01/01/2010	01/31/2010	54,200.00
12/01/2009	12/31/2009	67,800.00
11/01/2009	11/30/2009	57,600.00
10/01/2009	10/31/2009	59,800.00
09/01/2009	09/30/2009	77,200.00
08/01/2009	08/31/2009	67,200.00
07/01/2009	07/31/2009	52,600.00
06/01/2009	06/30/2009	54,800.00
05/01/2009	05/31/2009	45,600.00
Electric Consumption (kWh (thousand Watt-hours))		670,800.00
Electric Consumption (kBtu (thousand Btu))		2,288,769.60
Total Electricity (Grid Purchase) Consumption (kBtu (thousand Btu))		2,288,769.60
Is this the total Electricity (Grid Purchase) consumption at this building including all Electricity meters?		<input type="checkbox"/>
Fuel Type: Natural Gas		
Meter: Natural Gas (ccf (hundred cubic feet)) Space(s): Entire Facility		
Start Date	End Date	Energy Use (ccf (hundred cubic feet))
04/01/2010	04/30/2010	2,109.00
03/01/2010	03/31/2010	2,009.00
02/01/2010	02/28/2010	1,258.00
01/01/2010	01/31/2010	1,755.00
12/01/2009	12/31/2009	280.00
11/01/2009	11/30/2009	141.00
10/01/2009	10/31/2009	500.00
09/01/2009	09/30/2009	300.00
08/01/2009	08/31/2009	250.00
07/01/2009	07/31/2009	230.00

06/01/2009	06/30/2009	1,500.00
05/01/2009	05/31/2009	1,602.00
Natural Gas Consumption (ccf (hundred cubic feet))		11,934.00
Natural Gas Consumption (kBtu (thousand Btu))		1,228,008.60
Total Natural Gas Consumption (kBtu (thousand Btu))		1,228,008.60
Is this the total Natural Gas consumption at this building including all Natural Gas meters?		<input type="checkbox"/>

Additional Fuels

Do the fuel consumption totals shown above represent the total energy use of this building?
Please confirm there are no additional fuels (district energy, generator fuel oil) used in this facility.

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On-Site Solar and Wind Energy

Do the fuel consumption totals shown above include all on-site solar and/or wind power located at your facility? Please confirm that no on-site solar or wind installations have been omitted from this list. All on-site systems must be reported.

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IT Energy Type: Uninterruptible Power Supply (UPS) Output Energy		
Meter Name: UPS		
Start Date	End Date	Energy Use (kWh)
05/01/2009	04/30/2010	80,135.00
Uninterruptible Power Supply (UPS) Output Energy (kWh)		80,135.00

Total IT Energy from All Required Meters	
Annual Site IT Energy (kWh)	80,135.00
Annual Source IT Energy (kWh)	267,650.90

Certifying Professional

(When applying for the ENERGY STAR, the Certifying Professional must be the same PE or RA that signed and stamped the SEP.)

Name: _____ Date: _____

Signature: _____

Signature is required when applying for the ENERGY STAR.